

**WORK AUTHORIZATION # CM1688-WA05
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 RFQ/BID NO. NC10-004**

Consultant:	Gillette & Associates, Inc.
Contract Number:	CM1688
Contact Name:	Nick Gillette, P.E.
Contact Number:	904-261-8819
Email:	Nick@gilletteassociates.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Creation of a Mobility Plan and Mobility Fee (Achieve Milestones 2-4 outlined in the flow chart adopted by the Mobility Task Force)			
		CONTRACT OVERVIEW	
		Total of Previous Authorizations	\$176,754.76
Date Submitted	11/27/12	Adjustments/Change Orders	-\$13,968.07
Amount	\$111,306.42	This Work Authorization	\$111,306.42
Scheduled Completion	See below	Current Contract Total	\$274,093.11

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Engineering Services for Nassau County, Florida, dated December 13, 2010. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Gillette & Associates shall provide professional engineering services in connection with the County's creation of a Mobility Plan and Mobility Fee, pursuant to the proposal dated 11/27/12, attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

Gillette & Associates shall immediately begin upon full execution of this Work Authorization. The estimated date of completion for the project is June 2013.

ARTICLE 3. Budget

The fee for these services shall be a lump sum fees in the amount of **\$111,306.42**. Any additional work to be performed outside the scope of services listed within this Work Authorization will adhere to the hourly rates based on the Continuing Contract for Engineering Services as referenced above.


Article 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

In presenting this Work Authorization, Consultant agrees that:

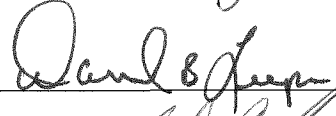
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:


BY: 
Print Name: Nicole Colletta
Title: Perennial
Date: 11-30-12

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Engineering Services: 

Board of County Commissioners, Chair: 

Ex-Officio Clerk:
(Attest to Chair's Signature Only) 

County Attorney (Approved as to form): 

MES
01-16-13

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 14th day of January, 20 13.



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

December 7, 2012

2012 DEC 6 PM 12:43
NASSAU COUNTY
GROWTH MANAGEMENT

Mr. Peter J. King, AICP
Interim Planning Director
Nassau County Growth Management
96161 Nassau Place
Yulee, Florida 32097

Dear Mr. King:

Gillette & Associates, Inc. is pleased to submit this Scope of Services and proposal in connection with the County's creation of a Mobility Plan and Mobility Fee. This task order has been prepared to achieve Milestones 2-4 outlined in the flow chart that was adopted by the Mobility Task Force. This estimate assumes final completion and adoption of the Mobility Plan and associated Mobility Fee. This agreement is made as of the date of signature of this contract between **Nassau County Board of County Commissioners Client**) and **Gillette & Associates, Inc.**

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

- Task 3 – Detailed Needs Evaluation
- Task 4 – Calculation of Draft Mobility Fees
- Task 5 – Refine Fee Schedule
- Task 6 – Final Report
- Task 7 – Modification to Comprehensive Plan

Task 3 – Detailed Needs Evaluation

At the direction of the Client, Gillette & Associates, Inc, and its project team will utilize the data generated from the model runs performed for Milestone #1 and evaluate the infrastructure needs of the County to address roadway deficiencies through the model end run year of 2035. This needs plan will consider the impacts to future capacity from previously approved projects, long term planning as part of the County's Future Land Use Map, and costs to upgrade deficient segments and implement the plan.

The needs plan will consider input from the Task Force as well as any elements created by County Staff as part of the County's Capital Improvement Plan. This needs plan will also consider the impacts from the ENCPA. However, the County's mobility plan will function independent of the ENCPA if the approval of the ENCPA Mobility Plan is delayed.

Task 4 – Calculation of Draft Mobility Fees

At the direction of the Client, Gillette & Associates, Inc and its project team will consider the needs evaluation and calculate applicable mobility fees for future development. The intent is to generate a fee structure that will offset the costs outlined in the needs evaluation for future infrastructure. The fee

schedule will be created for both residential and commercial development. The development of governmental projects will be exempted from the fee schedule.

The consideration of incentive development, as approved by the Task force and County staff, will also be included in the proposed fee schedule. This will include those areas and/or industries that the County wishes to incentive by potentially "buying down" proposed fees. It is estimated that these areas will be identified completely at one time so that fees can be calculated accurately and completely for this tasks. It is understood that the incentivized areas will change and the fee schedule will be modified accordingly under future tasks.

Task 5 – Refine Fee Schedule

At the direction of the Client, Gillette & Associates, Inc. will consider the draft Mobility Fee Calculations, along with the consideration of incentivized areas, the ENCPA mobility fee schedule, and input from the Task Force and County staff, to create final fee schedule will be created for the Mobility Plan.

Gillette & Associates, Inc. and its project team will partner with County staff and the Mobility Task Force members to participate in public workshops within the community to discuss the impacts and components of the Mobility Plan. It is anticipated that four (4) meetings will be necessary with the public as part of this task outside of typical task force and staff meetings. It is also estimated that additional meetings with the public will also be necessary and this will be included within future task work(s), as necessary.

Task 6 – Final Report

At the direction of the Client, Gillette & Associates, Inc. will prepare a final report which will incorporate all assumptions, methodologies, findings, and fee structure for use and adoption by the County. This report will be prepared such that it can be used for transmission to the Nassau County Planning & Zoning Board, Board of County Commissioners, and Department of Economic Opportunity for final adoption.

The report will be prepared and submitted incrementally to County staff and the Mobility Task Force for review/approval. The submittal schedule will be at 10% completion, 25% completion, 80% completion, and 100% completion. County staff or the Mobility Task Force may change this submittal schedule, but four progress submittals are incorporated within this scope.

Task 7– Modification to Comprehensive Plan

At the direction of the Client, Gillette & Associates, Inc. will work with the Nassau County Growth Management Department and County Attorney in drafting an ordinance to adopt the Mobility Plan and associated Mobility Fee. This will include meeting with County staff, Task Force, and Department of Economic Opportunity. We will also attend the requisite public hearings with the Nassau County Planning & Zoning Board and Board of County Commissioners as part of the adoption process.

PROFESSIONAL FEES

Task 3	Detailed Needs Evaluation		
	Gillette – Sr. Engineer (\$97.79/hour x 108 hours) =		\$ 10,561.92
	Gillette – Project Engineer (\$65.20/hour x 60 hours) =		\$ 3,912.00
	King – Principal 10 (\$175/hour x 34 hours) =		\$ 5,950.00
	King – Designer 2 (\$75/hour x 126 hours) =		\$ 9,450.00
	King – Project Manager 2 (\$110/hour x 90 hours) =		\$ 9,900.00
		Subtotal	\$ 39,773.92
Task 4	Calculation of Draft Mobility Fees		
	Gillette – Sr. Engineer (\$97.79/hour x 122 hours) =		\$ 11,930.38
	King – Principal 10 (\$175/hour x 35 hours) =		\$ 6,125.00
	King – Project Manager 2 (\$110/hour x 109 hours) =		\$ 11,990.00
		Subtotal	\$ 30,045.38
Task 5	Refine Fee Schedule		
	Gillette – Sr. Engineer (\$97.79/hour x 51 hours) =		\$ 4,987.29
	King – Principal 10 (\$175/hour x 19 hours) =		\$ 3,325.00
	King – Project Manager 2 (\$110/hour x 15 hours) =		\$ 1,650.00
		Subtotal	\$ 9,962.29
Task 6	Final Report		
	Gillette – Sr. Engineer (\$97.79/hour x 20 hours) =		\$ 1,955.58
	Gillette – Project Engineer (\$65.20/hour x 50 hours) =		\$ 3,260.00
	King – Principal 10 (\$175/hour x 32 hours) =		\$ 5,600.00
	King – Project Manager 2 (\$110/hour x 35 hours) =		\$ 3,850.00
		Subtotal	\$ 14,665.58
Task 7	Modification to Comprehensive Plan		
	Gillette – Sr. Engineer (\$97.79/hour x 75 hours) =		\$ 7,334.25
	King – Principal 10 (\$175/hour x 45 hours) =		\$ 7,875.00
	King – Project Manager 2 (\$110/hour x 15 hours) =		\$ 1,650.00
		Subtotal	\$ 16,859.25
		Total	\$ 111,306.42

FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Standard Hourly Rates:

Gillette & Associates, Inc.

Senior Engineer	\$ 97.79
Project Engineer	\$ 65.20
Project Manager	\$ 65.20
Office Manager	\$64.41
Drafting / CADD	\$ 61.02
Outside Consultant	no mark-up

King Engineering.

Principal 10	\$ 175.00
Project Manager 2	\$ 110.00
Designer 2	\$ 75.00

SERVICES NOT INCLUDED WITH THIS PROPOSAL

Our fees, unless otherwise stated herein, do not include miscellaneous expenses or optional services required in conjunction with:

- Due diligence
- Wildlife surveys
- Geotechnical
- Irrigation plans
- Tree surveys
- Aerial photography
- Permit fees
- Bonds
- Assistance with financial packages
- Off-site utility coordination
- Water and sewer Department of Environmental Protection permit applications
- Contract or construction administration

All such costs shall be paid directly by the Client, negotiated as additional services or paid at our standard hourly rates. If this information is performed by others, Gillette & Associates, Inc. assumes no responsibility for the accuracy of such information or services, and shall not be liable for error or omissions therein.

DESIGN APPROVALS

Mr. Peter J. King has been designated as the Client Representative who will be responsible for design direction for this project and has authority for design approval in the Nassau County right of way. In the event that the design, as approved by Mr. King, is rejected by others and redesign is required, such redesign services shall be compensated as extra services at our standard hourly rates.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. The Client shall indemnify Gillette & Associates, Inc. and hold Gillette & Associates, Inc. harmless from and against any and all claims, demands, losses, costs, liabilities and expenses, incurred by Gillette & Associates, Inc. and arising out of or related to any of the aforesaid.

We are very excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

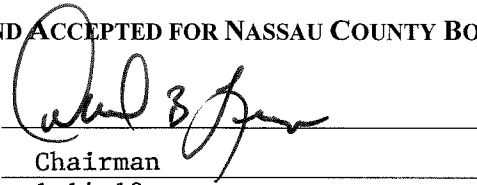
Sincerely,



Nick E. Gillette, P.E.
Principal
Gillette & Associates, Inc.

CONFIRMED AND ACCEPTED FOR NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Accepted by:



Title:

Chairman

Date:

1-14-13

MES
01-16-13

NASSAU COUNTY CONTRACT MANAGEMENT

CONTINUING CONTRACT FOR ENGINEERING SERVICES
 GILLETTE & ASSOCIATES, INC.
 CONTRACT NO. CM1688

WA#	PROJECT NAME	ORIGINAL FEE	CHANGE ORDERS	CONTRACT FEE	STATUS	ACTUAL COST	DIFFERENTIAL
01	Loop Road, Phase I & III - Design & Permit	\$ 48,130.88	\$ (13,968.07)	\$ 34,162.81	Completed	\$ 34,162.81	\$ -
02	Loop Road, Phase II - Design/Permit and Project Administration	\$ 56,779.41	\$ -	\$ 56,779.41	In progress	\$ 56,779.41	\$ -
03	Loop Road, Phase I - Construction	\$ 9,029.81		\$ 9,029.81	In progress	\$ 9,029.81	\$ -
04	Mobility Fee Plan & Fee (Milestone 1)	\$ 62,814.66		\$ 62,814.66	Completed	\$ 62,814.66	\$ -
05	Mobility Fee Plan & Fee (Milestone 2-4)	\$ 111,306.42		\$ 111,306.42	Pending	\$ 111,306.42	\$ -
		\$ 288,061.18	\$ (13,968.07)	\$ 274,093.11		\$ 274,093.11	\$ -

CURRENT CONTRACT VALUE: \$ 274,093.11

**Summary
of
Task Force Guiding
Principles**

- **New Growth Should Pay for Itself**
 - This goal can be met using a Mobility Fee to pay for new growth.
- **Positive Impacts Credited.**
 - Can be more competitive by adding an economic element (Alachua and Pasco).
- **Competitive with Adjacent Jurisdictions**
 - Mobility Fee is being used by our largest competitor to the south.
- **Encourage infill**
 - Mobility Fee could include an incentive to encourage infill.
- **Fairness**
 - System adopted should be predictable, fair, and efficient

3/19/2012

**Summary
of
Task Force Guiding
Principles**

- **Keep it Simple**
 - The Mobility Fee would include a clear system for staff use that would require minimal input from applicant in order to return the respective Fee.
- **Encourage Mixed Use**
 - The Mobility Fee would be reduced for mixed use projects since vehicle trip lengths could be reduced or eliminated
- **Minimize Urban Sprawl**
 - Mobility Fee will be based on VMT not Trips. Therefore, there is an incentive to reduce VMT.
 - Water and sewer will be encouraged in areas with higher densities.

3/19/2012